

~~CONFIDENTIAL~~E

25X1

REGULATION

NO.

RECORDS

(Draft 8-9-55)

AUTHORIZATION DESIGNATIONS AND REVOCATIONS

SYNOPSIS: Various regulations require that there be on record the names (and sometimes the specimen signatures) of persons designated to serve in positions of authority or responsibility. This regulation brings these requirements together and provides for a standard form to designate, revoke, and record authorizations.

1. PROCEDURE

- a. Form No. 725 (Attachment A) has been developed to reduce correspondence on designations and revocations and to provide a standard record of authorizations. Listed below are the types of authorizations for which Form No. 725 shall be used. This list is by no means restrictive. Whenever possible, additional uses shall be made of Form No. 725 to supplant more costly correspondence.

Type of Authorization	Addressee	No. of Copies	Specimen Signature Required	Reference
Payment Clerk	Appropriate Payroll Branch, Office of the Comptroller	1	Yes	R <input type="text"/>
Time and Attendance Clerk	DO	1	Yes	R <input type="text"/>
Approving Officer (Confidential Funds)	Finance Division, Office of the Comptroller	1	Yes	R <input type="text"/>
Responsible or Accountable Officer	Supply Division Office of Logistics	2	Yes	HB (proposed) <input type="text"/>
Requisitioning Officer (Supplies or Services)	DO	1	Yes	R <input type="text"/>
Releasing Officer (Cables)	Executive Assistant to DDI	1	Yes	HB Sect. 8 <input type="text"/>
Cable reference service; authority to authenticate request for	Signal Center	1	Yes	R (proposed) <input type="text"/>

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<u>Type of Authorization</u>	<u>Addressee</u>	<u>No. of Copies</u>	<u>Specimen Signature Required</u>	<u>Reference</u>
Authority to request:				
Name Checks	FI/RI	1	No	R
Official personnel folders	Records and Services Div., Office of Personnel	1	No	R
Personnel actions (GS-15 and below)	DO	1	No	R
Printing and reproduction services	Printing Services Division, Office of Logistics	2	Yes	R
Space, alterations, repairs and other services	Real Estate and Construction Div., Office of Logistics	1	No	R
Vehicular Support	Transportation Div., Office of Logistics	1	No	R

(proposed)

h. Form No. 725 is designed for transmission without a covering memorandum. It may be used in either a vertical or visible file. The box in the upper right corner shall be left blank by the originator to provide space for insertion of an additional filing reference if the addressee so desires. A separate Form No. 725 shall be completed for each type of authorization.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

L. K. WHITE
Deputy Director
(Support)

DISTRIBUTION: AB

Attachment:
Form No. 725

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